



Tioga County Legislative Worksession Minutes May 10, 2018 – 1:00 p.m.

Legislators Present:

Legislator Hollenbeck
Legislator Huttleston
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Sullivan

Legislators Absent:

Legislator Monell
Legislator Weston

Guests:

Matt Freeze, Morning Times

Staff Present:

County Attorney Peter DeWind
Legislative Clerk Maureen Dougherty
Deputy Legislative Clerk Cathy Haskell
Personnel Officer Bethany O'Rourke
Chief Accountant/Budget Officer Rita Hollenbeck
ED&P Director LeeAnn Tinney
County Clerk Andrea Klett
Deputy County Clerk Suellen Griffin
Public Health Director Lisa McCafferty
ITCS Director Doug Camin

Call Meeting to Order –

Chair Sauerbrey called the meeting to order at 1:04 p.m.

Hire of Ag Economic Development Specialist:

ED&P Director Tinney reported discussion occurred at last month's worksession regarding the hire of the Ag Economic Development Specialist position and changing the position from part-time to full-time in partnership with the Tioga County IDA without impact to the county budget through 2019. At that time, a question was raised as to whether the Tioga County IDA Board would support additional funds in the event the candidate needed family insurance coverage, as the initial figures presented were based on individual insurance coverage. Ms. Tinney reported the Tioga County IDA Board was agreeable to the additional funds, if needed, and adopted a resolution at this month's meeting in support of such.

Ms. Tinney requested Legislature consideration for the resolution to hire Mr. Baker to fill the Ag Economic Development Specialist position starting in June 2018. Resolution is included in the meeting packet for the May 15, 2018 Legislature meeting.

Legislator Sullivan inquired as to whether a discussion occurred with County Attorney DeWind regarding the use of funds from other sources. Ms. Tinney reported she did not discuss the IDA funding source with Mr. DeWind, however, previously a similar arrangement occurred with a former ED&P employee and the Tioga County IDA. Mr. DeWind reported he did not have any immediate concerns regarding the use of IDA funds to offset salaries/fringe, as these are straight IDA funds and not grant funds. The only exception would be if there were any limitations on the funds and Ms. Tinney reported there is none.

Legislator Roberts inquired as to whether a written agreement is necessary between the County and Tioga County IDA.

From a County financial standpoint, Ms. Hollenbeck reported Ms. Tinney indicated there is a zero budgetary impact, therefore, does not foresee any issues with the use of the IDA funds. However, Ms. Hollenbeck reported she would be in favor of entering into a Memorandum of Understanding (MOU) with the Tioga County IDA.

Legislator Sullivan reported the County reserves the right to re-evaluate the position at the time of the 2020 budget planning process.

Ms. Tinney reported she would work with Mr. DeWind to draft a Memorandum of Understanding between Tioga County and the Tioga County IDA and amend the resolution to include language regarding said agreement.

Approval of Worksession Minutes – April 19, 2018:

Legislator Roberts motioned to approve the April 19, 2018 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Hollenbeck, Huttleston, Mullen, Roberts, Sauerbrey, Standing, and Sullivan voting yes with Legislators Monell and Weston being absent. Motion carried.

Action Items:

Currently, there are no action items.

Legislative Support – Legislative Clerk Dougherty:

Approval of Legislative Support Committee Minutes – April 5, 2018:

Legislator Roberts motioned to approve the April 5, 2018 minutes as written, seconded by Legislator Hollenbeck with Legislators Hollenbeck, Huttleston, Mullen, Roberts, Sauerbrey, Standing, and Sullivan voting yes with Legislators Monell and Weston being absent. Motion carried.

Legislative Clerk Dougherty reported the following:

- The May Legislative Meeting is Tuesday, May 15, 2018, at 12:00 p.m. in the Hubbard Auditorium. The Finance/Legal Committee will meet prior at 10:30 a.m. in the Legislative Conference Room.
- Legislator Weston will do the prayer and pledge and start the voting process at the May 15, 2018 Legislature meeting.
- Legislative Budget is tracking well.

Moment of Remembrance for Sandra Junker –

A moment of remembrance will be held at the beginning of the May 15, 2018 Legislature meeting for the recent passing of former Veteran’s Service Director Sandra Junker.

Proclamation (1) –

- ***Employee Recognition & Appreciation Week (5/14 – 5/18)*** – ERC member, Steve Palinosky, will MC.

Recognition Resolutions (4) –

- ***Recognize Michele I. Robins 34 Years of Dedicated Service – Social Services -*** Legislator Standing will read and present at the May 15, 2018 Legislative meeting.
- ***Recognition of Bernadette A. Frenz’s 30 Years of Dedicated Service to the Tioga County Department of Mental Hygiene*** – This resolution will just be noted in the minutes, as Mrs. Frenz is not attending.
- ***Recognition of Margaret Shuler’s 34 Years of Dedicated Service to Tioga County Public Health*** – Legislator Standing will read and present at the May 15, 2018 Legislative meeting
- ***Resolution Recognizing Bryan Rockwell’s 30 Years of Dedicated Service to Tioga County*** – This resolution will just be noted in the minutes, as Mr. Rockwell will not be in attendance. Commissioner of Public Works Hammond will speak on behalf of this employee.

Proclamations (6)–

- ***American Stroke Month*** – Legislator Standing will read and present at the May 15, 2018 Legislature meeting.
- ***Think Differently Initiative*** – Jenna Dyer, Public Health EI Coordinator, will read this proclamation and Legislator Standing will also have an opportunity to speak.
- ***PTSD Awareness Month*** – Legislator Huttleston will read and present at the May 15, 2018 Legislature meeting.
- ***Foster Care Recognition Month*** – This proclamation will just be noted in the minutes of the May 15, 2018 Legislative meeting.
- ***Elder Abuse Prevention Month*** – This proclamation will just be noted in the minutes of the May 15, 2018 Legislative meeting.
- ***Mental Health Awareness Month*** – This proclamation will just be noted in the minutes of the May 15, 2018 Legislative meeting.

Resolutions:

All resolutions were reviewed for the May 15, 2018 Legislature meeting with discussion occurring on the following:

- ***Authorize NYS DOS Local Government Efficiency Program Grant Application for Countywide Information Technology and Communication Services (ITCS) –***
ITCS Director Camin reported he recently met with the State Grant Administrator and there is a grant pool available that goes through the Consolidated Funding Application (CFA) process. This grant allows for funding up to \$200,000 per municipality and is up to a 90% matching grant.

Legislator Sullivan inquired as to how this grant would work. Mr. Camin reported the County would be the applicant receiving the grant funds. On paper, the County would be required to purchase the equipment and provide the necessary receipts for grant reimbursement. Legislator Sullivan inquired as to whether the agreements with the municipalities would outline that all upfront costs would need to be reimbursed by each participating municipality. Mr. Camin reported language would be included in the inter-municipal agreement to reflect the municipality's responsibility for reimbursement. Mr. Camin reported the plan is for this to be net zero for the County.

Mr. Camin inquired and is waiting for a response as to whether the County's labor time is reimbursable with the grant and, if so, this would more than cover the remaining 10%.

Chair Sauerbrey reported the CFA process closes in July with award announcement anticipated in December 2018.

Mr. Camin reported the expected savings would most likely occur in 2019, but the set up expenses and the spending of funds will occur prior to the grant award announcement. Mr. Camin reported this grant is primarily funding the savings the municipalities would be expending to come on board with this plan.

Legislator Sullivan inquired as to whether the County is running the risk of expending funds if the County is not awarded the grant. Chair Sauerbrey reported the County is going to spend funds no matter what due to the Shared Services Initiative and the municipalities would be held responsible for the costs if the grant were denied.

- ***Create Position and Authorize Appointment of Full-Time Motor Vehicle Examiner (County Clerk's Office) -***

Legislator Roberts inquired as to whether this is a new position.

Legislator Mullen reported this is bringing back and filling a full-time position that was abolished in 2015. Legislator Mullen reported the part-time position would move over to the County Clerk's office.

Legislator Sullivan reported the DMV revenue has significantly increased with the volume of transactions occurring and this position resolves the conflict of issue related to the need for two people to do the enhanced licensing process.

Late-File Resolution –

Ms. Dougherty reported she anticipates one late-file resolution from the Treasurer's Office to be presented at the Finance/Legal Committee on Tuesday, May 15th. Ms. Dougherty reported the late-file resolution is related to the creation of a seasonal position. The purpose of the late-file is due to allowing adequate time for posting of the position.

Executive Session –

Motion by Legislator Mullen seconded by Legislator Roberts to move into Executive Session to discuss contract negotiations and an individual personnel matter. Motion carried to go into Executive Session at 1:35 p.m. County Attorney DeWind, Personnel Officer O'Rourke, and Chief Accountant/Budget Officer Hollenbeck remained in attendance. Executive Session adjourned at 2:34 p.m.

Meeting adjourned at 2:34 p.m.

Next worksession is scheduled for Thursday, May 24, 2018 at 10:00 a.m.

Respectfully submitted by,
Cathy Haskell, Deputy Legislative Clerk